|  |  |
| --- | --- |
| Our Ref: | Phone:  Fax: |

Dear

**YOUR CHILDREN'S COURT MATTER**

|  |  |
| --- | --- |
|  | **Born on:** |

I am writing to you about your attendance at the Children's Court on . You were at Court on this occasion.

Your matter was listed for the Court to decide what should happen next in your matter.

**What You Told Me**

[EXAMPLES]

Before we went in to Court you told me:

* You agreed that your matter should get adjourned for
* You wanted more time to file your Affidavit in response to

**What I Told You**

[EXAMPLES]

I told you that Community Services had said that they needed more time to file the Care Plan because they hadn’t been able to finish the assessment

of .

I told you that it was important that we knew the outcome of the assessment before the Care Plan was prepared.

**What Happened in Court**

Your matter was listed before . appeared for Community Services, appeared for , and appeared as the Independent Legal Representative (“ILR”) for . (The ILR represents the children’s best interests). I appeared on your behalf.

[EXAMPLE] I told the Court that [YOU/COMMUNITY SERVICES] needed more time to file your [DOCUMENT/S].

The other parties [AGREED/DISAGREED] with giving you more time to file your

The Magistrate agreed to give [YOU/COMMUNITY SERVICES] some more time to file your documents and made the following orders:

1. Community Services are to file and serve their Affidavit by ;
2. You are to file your affidavit by ;
3. **Your matter is before the Court again on . You must attend Court on this occasion.**

**Your Next Court Date**

Your matter is back in Court on  **for** . **You MUST come to Court**. On this date the Court will decide .

I will contact you to make an appointment so that we can prepare your affidavit before the next Court date.

If you have any questions about your matter, please contact our office on (02)

Yours sincerely

**Solicitor**